



# PLANNING APPLICATION

CITY OF SANTA CLARA PLANNING DIVISION

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See reverse side for application requirements

## APPLICATION FOR:

(Please check all applicable boxes)

- ☐ VARIANCE
- ☐ USE PERMIT
- ☐ ZONING CHANGE
- ☐ TENTATIVE MAP
- ☐ TENTATIVE PARCEL MAP
- ☐ LOT LINE ADJUSTMENT
- ☐ MODIFICATION
- ☐ SPECIAL PERMIT
- ☐ HISTORICAL & LANDMARKS COMMISSION
- ☐ GENERAL PLAN AMENDMENT
- ☐ (OTHER):

## ARCHITECTURAL REVIEW FOR:

- ☐ RESIDENTIAL
- ☐ NON-RESIDENTIAL
- ☐ MIXED-USE
- ☐ LANDSCAPE
- ☐ SIGNS
- ☐ TEMPORARY SIGNS

## FOR PLANNING STAFF USE ONLY

Checked in by: \_\_\_\_\_ on \_\_\_\_\_

Fee: \_\_\_\_\_ Receipt number: \_\_\_\_\_

PCC-SC meeting date: \_\_\_\_\_

Tentative Commission date: \_\_\_\_\_

Tentative AC meeting date: \_\_\_\_\_

File number(s): \_\_\_\_\_

## ENVIRONMENTAL REVIEW:

☐ EXEMPT ☐ NEG DEC ☐ EIR

Fax to: \_\_\_\_\_

Fax #: \_\_\_\_\_

Project Address: \_\_\_\_\_

Building area: \_\_\_\_\_ square feet

County Assessor's Parcel Number (APN): \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Gross lot area: \_\_\_\_\_ acres / square feet

Development Project Description: \_\_\_\_\_

## Hazardous Wastes and Substances Statement (Calif. Gov. Code 65962.5):

- ☐ This site is **not** included on the Hazardous Wastes and Substances Sites List
- ☐ This site is on the Hazardous Wastes and Substances Sites List.  
(A copy of this list is available in the Planning Office)

Date of list: \_\_\_\_\_

Regulatory ID #: \_\_\_\_\_

- ☐ Urban Runoff Pollution Prevention Program (URPPP) information provided to applicant
- Please print all information legibly, including correct zip code.

Applicant: \_\_\_\_\_ Mailing address: \_\_\_\_\_ Day phone: \_\_\_\_\_

Company: \_\_\_\_\_ City: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Zip code: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

Property Owner: \_\_\_\_\_ Mailing address: \_\_\_\_\_ Day phone: \_\_\_\_\_

Company: \_\_\_\_\_ City: \_\_\_\_\_ Fax #: \_\_\_\_\_

Signature: \_\_\_\_\_ Zip code: \_\_\_\_\_ E-Mail (Optional): \_\_\_\_\_

**NOTE:** Please attach the names and full addresses, including zip codes, of all other involved parties to which you would like agendas and minutes sent.

Statement of justification for the above **APPLICATION** (this statement will be included in the staff report to the Planning Commission; a separate statement may be attached, if necessary): Contact staff for assistance on preparing a statement.

## Tentative Map / Tentative Parcel Map / Lot-Line Adjustment application only:

Engineering firm: \_\_\_\_\_ Engineer's name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Internet E-Mail (Optional) \_\_\_\_\_ Fax #: \_\_\_\_\_

Engineer's signature \_\_\_\_\_

STAFF COMMENTS: \_\_\_\_\_

TO BE COMPLETE, IN ADDITION TO FILING THE APPROPRIATE APPLICATION FEES AND ANY REQUIRED ENVIRONMENTAL INFORMATION, THE FOLLOWING PLANS AND DATA MUST ACCOMPANY THE PLANNING APPLICATION, BASED UPON THE TYPE REQUEST BEING MADE:

**Note: All submittals must be black line drawings. No blue line drawings will be accepted**

<u>TYPE OF REQUEST</u>	<u>Required materials to be submitted (stapled and collated)</u>
<b>Application for:</b>	(Please refer to the <b>SCHEDULE</b> below)
VARIANCE, USE PERMIT, or ZONING CHANGE.....	<b>12 COPIES of A; 12 COPIES of B; 12 COPIES of C; 1 COPY of D</b>
MODIFICATION.....	<b>4 COPIES of A; 4 COPIES of B; 4 COPIES of C</b>
TENTATIVE MAP, TENTATIVE PARCEL MAP, or LOT-LINE ADJUSTMENT.....	<b>12 COPIES of A; One (1) 8 1/2" x 11" reduction of A</b> <b>11 COPIES of A; 11 COPIES of B; 11 COPIES of C; 1 copy of D</b> <b>All copies by 11"x17"</b>
HISTORICAL and LANDMARKS COMMISSION.....	
SPECIAL PERMIT, GENERAL PLAN AMENDMENT, or TEMPORARY SIGN PERMIT.....	(See Planning Division Personnel)
<b>Architectural Review for:</b>	
RESIDENTIAL, NON-RESIDENTIAL, or MIXED-USE.....	<b>4 COPIES of A; 4 COPIES of B; 4 COPIES of C</b>
LANDSCAPING.....	<b>4 COPIES of E; 4 COPIES of F</b>
SIGNS.....	<b>4 COPIES of G; 4 COPIES of H</b>

**GENERAL NOTES:**

- ☐ A non-refundable filing fee must accompany this application, when applicable; checks payable to the City of Santa Clara.
- ☐ Extra copies of these materials and/or additional information, such as photos or exterior-surface-material samples, may be requested by staff based upon pre-application discussions or upon review of application.
- ☐ All applications and materials, including reductions, must be **LEGIBLE** in order for the application to be deemed complete.
- ☐ An application may be deemed incomplete and its review delayed if *any* of the required materials are not provided.

**REQUIRED PLANS**

- A. **Fully dimensioned SITE PLAN showing:**
- ☐ Property lines, including distance from street centerlines and face of curb; official plan lines for streets; building setback lines; all easements and public/private utilities; fences
  - ☐ Lot square footage, building square footage (including carports, covered patios, sheds, etc.); percent of lot coverage
  - ☐ Existing and proposed buildings and other structures (including roof peaks and overhangs)
  - ☐ Driveways, parking spaces and circulation (including sidewalks); planted areas (see landscaping checklist if applicable)
  - ☐ Trash enclosures (except for single-family residential); screens for roof-mounted or ground mounted tanks, equipment, etc.
  - ☐ Exterior lighting (except for single-family residential)
  - ☐ Required and proposed parking layout and data (including compact and handicapped stalls) and restaurant seating counts
- B. ☐ **FLOOR PLAN** indicating existing and proposed areas (including interior dimensions of covered parking areas)
- C. **Fully dimensioned ELEVATIONS showing:**
- ☐ All principal proposed views; Existing elevations (including materials)
  - ☐ Proposed materials, textures and colors of exposed surfaces
- D. ☐ **One 8 1/2" X 11"** reduction of each sheet in A., B. and C.
- E. **Fully dimensioned LANDSCAPE SITE PLAN showing:**
- ☐ Property lines, including distance from street centerlines and face of curb; existing and proposed building outlines
  - ☐ Major underground utilities (including existing underground wells or tanks)
  - ☐ Existing trees with trunks over one foot in diameter
  - ☐ Outline of all planted areas showing the required 6-inch concrete curbing
  - ☐ Precise location, or pattern and spacing of all plants (keyed to schedule in paragraph AF≡); location and topography of berms
  - ☐ Required irrigation system showing complete coverage
  - ☐ Right-of-way planting (if applicable)
- F. **Schedule of Plantings, preferably in table form, showing:**
- ☐ Botanical name; common name; size (container size, height, trunk diameter, spread); total number and spacing
- G. **Fully dimensioned SITE PLAN showing:**
- ☐ Property lines, including distance from street centerlines and face of curb; official plan lines for streets, building setback lines and any existing or planned above ground utilities, easements in the area of the request
  - ☐ All buildings and structures
  - ☐ Location of all existing and proposed signs; sign setbacks from property lines and structures
- H. **Fully dimensioned SIGN ELEVATIONS showing:**
- ☐ Each sign, existing and proposed, showing materials and colors
  - ☐ The building face or marquee with proposed signs attached (except for free-standing signs)
  - ☐ Square footage of all existing and proposed signs
- I. **Green Building Checklist for Planning Applications:** (Required for all Planning Applications)
- ☐ Complete Appropriate Check List